

## GUIDELINES FOR SETTING UP AN ALL PRIMARY HUB

The ALL Primary Steering Group has agreed a simple set of criteria for the ALL primary hubs. We don't wish to be in any way prescriptive, this is just to be sure that a new hub is well-linked with ALL and that our future hub leaders understand what ALL can offer them.

Please let us know if there is any other information that you think a potential hub will need, that is not included here. Don't worry if not all of the criteria apply to your hub e.g. if your hub is not based in a school.

### Criteria

#### Each ALL Primary Hub will:

- have a primary lead teacher / coordinator, who will become a member of the wider ALL primary hubs forum
- have head teacher approval
- hold a minimum of three twilight meetings per year
- work with a cluster of schools, the number depending on local area and accessibility
- hold an initial meeting open to non-members to give an introduction to ALL and to the hub. The principle however is that all participating schools will become members (just £50 per year for primary schools)
- set their own agenda to meet the local needs and interests of their members
- consider sharing expertise and materials through the ALL wider primary forum
- be asked to make a contribution to a 'show and tell' session (or similar) at Language World, either as a group or supporting individual members.

#### ALL will:

- offer support through the ALL Special Interest Group and wider network
- facilitate sharing of resources (old and new), along with teachers' views on them, ideas on how they can be used etc. through an online web space
- provide material / Power Points offering information and updates and, on occasion, support for methodology and materials
- keep hubs up to date with all opportunities for CPD at regional, national or international levels
- invite hubs to contribute to ALL publications, in particular, *Languages Today*
- arrange events led by experts (from the Primary SIG or from other colleagues with primary expertise at national level). These will be offered regionally through the existing ALL networks and branches which will make strategic links with the hubs
- invite hubs (where appropriate and relevant) to participate in research and development initiatives, if they choose to do so, either as a cluster or as individual schools.

We hope that hub members will join ALL (the cost to a primary school is currently just £50 a year). They will then receive all the usual membership benefits including *Languages Today* magazine, a new electronic newsletter specifically for primary, discounts at events (including Language World) and special offers. We are also currently developing new online languages zones for French, German, Spanish, Italian and Russian to which they will have access.

In principle, we'd expect the activities held in hubs to be free to ALL members and would hope that everyone would become a member in order to join in with the hub activities. Unfortunately, it's not possible for ALL to offer support without this minimal commitment. We will however leave it to the discretion of the hub leaders how best to manage this outcome in their own hub. We would be happy to discuss costed events with you if this is a route you'd like to go down to generate income to fund other events or developments.

**Very good luck with starting up your hub!**  
**We look forward to working with you in the future!**